Approved For Release 2001/03/01 CIA-RDP57-00042A000200090020-7

5. COURIERS! CLASSIFIED MAIL RECEIPTS

1950-1952

Located: Room 202

Disposition: Retire immediately receipts dated prior to 1952 to CIA Records Center. Hereafter at the end of each calendar year retire those receipts created in that year. Receipts will be retained by the CIA Records Center for one year and then destroyed.

6. INCOMING AND OUTGOING LOGS

1950-1952

Located: Room 202

Disposition: Retire logs dated 1950-1951 to CIA Records Center. Hereafter at the end of each calendar year retire those logs created in that year. Logs will be retained by the CIA Records Center for one year and then destroyed.